

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 4220.3E

Date:
September 14, 1992

Material Transmitted:

1. Management Instruction, MMI 4220.3E, subject: "Standards for Office Furniture and Furnishings"
2. This instruction has been revised to:
 - a. Provide additional guidance on assignment and approval requirements for procurement of office furniture and furnishings;
 - b. Implement the latest revision of NMI 4220.1 as published by NASA Headquarters;
 - c. Delete all references to modular furniture;
 - d. Change all references to "Middle Management Furniture and Furnishings" to read "Contemporary Steel Furniture and furnishings";
 - e. Change "GSA Bulletin FPMR E-210" to read "GSA Bulletin FPMR E-215" in Attachment B, Paragraph c.(2)(a);
 - f. Change the form required for requesting office furniture and furnishings; and to
 - g. Change all references to the "Administrative Operations Office" to the "Human Resources and Administrative Support Office".

Filing Instructions:

Remove MMI 4220.3D and insert the attached MMI 4220.3E.

MSFC-Form 1376 (Rev. July 1979)_____

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01	Effective Date: September 14, 1992	MMI: 4220.3E
--------------------------------	---------------------------------------	--------------

Subject: Standards for Office Furniture and Furnishings

1. PURPOSE

To establish the policy and criteria for the selection, acquisition, and assignment of office furniture and furnishings, including that which is Government-owned and provided to NASA contractors, and that which is acquired by NASA contractors and charged to the government.

2. APPLICABILITY

This instruction applies to all organizational elements and is to be invoked in all onsite cost-type contracts which permit the acquisition of furniture.

3. REFERENCES (Only applicable parts of most recent edition apply.)

- a. NMI 4220.1, "Standards for Office Furniture and Furnishings"
- b. MMI 5101.5, "Approval and Routing of Procurement Requests"
- c. MM 4000.1, "Property Management Manual"

* Changed by this revisionMSFC-Form 2911 (Rev. October 1981)

4. POLICY

It is MSFC policy to use office furniture and furnishings which meet reasonable standards of presentability, comfort, functional effectiveness, and economy. The acquisition of new items will be limited to valid requirements and will not include personal convenience items solely to improve appearance, status, or to satisfy the personal desire of an official or employee. All assignments of office furniture and furnishings to Center organizations and onsite contractor personnel will be governed by the criteria contained in Attachment B of this instruction. Except as provided for in FPMR 101-26.401-4, Government stocks and Federal Supply Schedules shall be the only sources of supply when procuring new furniture and furnishings. Furniture procured with MMI 4220.3E NASA funds under cost-type contracts shall be from Government sources, except as provided for in FPMR 101-26.401-4, and shall remain the property of the Government.

*5. DEFINITIONS (See Attachment A)

6. RESPONSIBILITIES

*a. Director, Human Resources and Administrative Support Office, is responsible for:

- (1) Administration and overall control of office furniture and furnishings;
- (2) Delivery and movement of all office furniture on Center; and
- (3) Removal of office furniture from vacated offices unless the individual moving into the office is authorized to be issued the existing furniture.

b. Laboratory/Office Directors and Program/Project Managers are responsible for preparation of requests for furniture as well as exceptions to the criteria outlined in Attachment B of this instruction.

*c. Employees assigned office furniture are responsible for the proper care and utilization of such furniture. Employees assigned executive office furniture will be required to sign a hand receipt, MSFC Form 38, for all furniture in their office or suite.

7. FORMS

MSFC Form 38 - "Hand Receipt (Materials)" MSFC Form 4138 - "Request for Office Furniture"

8. CANCELLATION

MMI 4220.3D, dated July 11, 1988

(Orig s/by)
T. J. Lee
Director

Attachments:

- A. Definitions
- B. Assignment Criteria and Approval Requirements

Distribution:

SDL-2 CN41 (30 copies)

* Changed by this revision2

Attachment A

DEFINITIONS

- * The following definitions apply to furniture utilized at Marshall Space Flight Center. Assignment criteria and approval requirements for each type of furniture are contained in Attachments B of this instruction.
- * Office: A room or suite of rooms regularly used by an employee(s) or official authorized in accordance with this instruction to have a particular type of office furniture. A suite of offices may comprise the office used by the employee or official, its reception area, and offices opening from the reception area. Executive conference rooms may be considered executive offices.
- * Executive Office Furniture: Furniture consisting of or comparable to traditional or modern wood office furniture and related items.
- * Contemporary Steel Office Furniture: Furniture consisting of all items of contemporary steel (beige) office furniture and related items.

General Office Furniture: Furniture including all general office steel (gray metal) furniture and related items.
- * Systems Furniture: Furniture which includes all items covered under Federal Supply Schedule (FSS), FSC Group 71, Part II, Section E, which is based on interconnecting structural panels as a central, integrating element. In addition to the panels, the systems shall include panel-supported storage, task management devices, electrical, and wire management components. These systems shall also include panel-supported or freestanding work surfaces.
- * Automatic Data Processing (ADP) Support Furniture: Furniture which includes all items covered under FSS, FSC Group 71, Part III, Section N. ADP furniture consists of freestanding tables, work surfaces, machine surfaces, storage cabinets, and related accessories.
- * Office Furnishings: These articles include lamps, desk trays, waste receptacles, rugs, sofas, settees, club chairs, coffee tables, and lamp tables. Office furnishings will be provided based on specific need to supplement office furniture and augment utility of assigned workspace.
- * Conventional Furniture: Furniture consisting of freestanding furniture including desks, chairs, filing cabinets, bookcases, etc. It excludes ADP and systems furniture. Conventional furniture may be gray furniture, contemporary furniture, or executive wood furniture.
- * Changed by this revision

Attachment B

ASSIGNMENT CRITERIA AND APPROVAL REQUIREMENTS

The following criteria and approval requirements will be utilized for the assignment of office furniture and furnishings at MSFC. Office furnishings will be provided based on specific need, to supplement office furniture, and to better utilize assigned workspace.

1. General Office Furniture and Furnishings (Gray Metal)ⁱ

- a. Criteria: All employees are authorized general office furniture and furnishings required for accomplishment of their work assignments.

- *b. Approval Requirements:

Requests for general office furniture and furnishings will be made on an MSFC Form 4138 signed by the employee's immediate supervisor. Requests should be submitted to the Management Operations Office, Property Management Division, CN44/ Furniture Operations Center, for evaluation and approval.

2. Automatic Data Processing (ADP) Furniture and Furnishings

- a. Criteria: Assignments of ADP furniture and furnishings will be made based on functional requirements, space constraints, and the existence of computer hardware. These requirements will be filled from the MSFC stores stock when possible to ensure compatibility and standardization of furniture items.

- *b. Approval Requirements: Requests for ADP furniture and furnishings will be made on an MSFC Form 4138 signed by the Division Chief. Requests should be submitted to the Management Operations Office, Property Management Division, Supply and Equipment Management Officer, for evaluation and approval.

* Changed by this revision L__

*3. Office Systems Furniture and Furnishings

- a. Criteria: Assignments of office systems furniture and furnishings will be made to accommodate specialized and/or unique requirements and will be based on operational requirements. Systems furniture should only be procured when its use, in lieu of other types of furniture, results in the most efficient and cost effective assignment and/or use of Government-controlled office space. For example, office systems furniture is most suitable for open landscaping situations. In developing systems furniture requirements, other alternatives, such as conventional furniture, should be considered.
- b. Approval Requirements:
 - (1) Requests for systems furniture and furnishings will be submitted on a memo signed by the Laboratory/Office Director to the Management Operations Office, Property Management Division, Supply and Equipment Management Officer. Guidelines for cost justification of office systems furniture, when based upon space savings, are found in GSA Bulletin FPMR E-215 and should be followed before the procurement action is taken.
 - (2) Upon a determination that systems furniture is cost effective, Property Management Division personnel will request the Facilities Office, Engineering Division, Architectural Branch, or a qualified consultant approved by the Architectural Branch, to make a layout of the systems furniture. Property Management Division personnel will initiate and process necessary procurement requests for systems furniture.
 - *(3) Procurement requests for office systems furniture and furnishings will be approved by the Director, Human Resources and Administrative Support Office.

*Changed by this revision 2

*4. Contemporary Steel Furniture and Furnishings

a. Criteria:

- (1) Assignment of contemporary steel furniture and furnishings will be made to the Division Chief level or equivalent or other individuals based on functional and operational requirements.
- (2) Requests for contemporary steel furniture for other than private offices will be approved by the Chief, Property Management Division or designee.

- b. Approval Requirements: Requests for contemporary steel furniture and furnishings will be made on MSFC Form 4138 signed by the Division Chief. Requests should be submitted to the Management Operations Office, Property Management Division, Supply and Equipment Management Officer, for evaluation and approval.

5. Executive Office Furniture and Furnishings (Wood)

a. Criteria:

- (1) Assignment of executive wood office furniture and furnishings, whether new, used, or rehabilitated, will be limited to the executive offices of personnel in GM/GS-16 and Senior Executive Service (SES) positions, and personnel at the Laboratory/Office Director level.
- (2) Personnel working within the executive office suite of an official having executive office furniture may be authorized similar or matching office furniture.
- * (3) Exceptions to the above criteria must be approved, in writing, by the Director, Human Resources and Administrative Support Office

- *b. Approval Requirements: Requests for executive office furniture and furnishings will be made on MSFC Form 4138 signed by the Laboratory/Office Director. Requests should be submitted to the Management Operations Office, Property Management Division, Supply and Equipment Management Officer, for evaluation and approval.

6. Onsite Contractors

a. Criteria:

- (1) Furniture and furnishings will be assigned to onsite contractors commensurate with the assignment of furniture to MSFC civil service personnel and will follow the criteria contained in this instruction.
- (2) Requirements will be filled as available from Center stocks.

- b. Approval Requirements: Approval requirements for provision of office furniture and furnishings to onsite contractors will be commensurate with the approval requirements contained in paragraphs a. through e. above with the exception of additional required approvals from the contracting officer or his/her designee, as appropriate.

* Changed by this revision J